

**TRAVEL INFORMATION & POLICY**

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| Subject:  | Number:           |
| AB 229 Travel Reimbursement: Transportation Network Company or Short-Term Rental                        | TIP 16-02         |
|   | Date Issued:      |
|   | February 2, 2016  |
| References:   | Expires:          |
| <a href="#">Department of Human Resources (CalHR) PML 2015-039</a><br><a href="#">Assembly Bill 229</a> | December 31, 2018 |

- Purpose:** To inform the Department's employees of the permissible use of Transportation Network Companies and Short-Term Rentals for state business travel.
- Overview:** Effective January 1, 2016, Assembly Bill 229 allows state employees on official travel to use certain services, which are defined below:
- Transportation Network Companies: These companies provide prearranged transportation services using an online-enabled application to connect passengers with drivers using a personal vehicle. **Lyft** and **Uber** are examples of transportation network companies.
  - Short-Term Rentals: This is a residential property that is rented to a visitor for fewer than 30 days through a centralized online application. **AirBnB** is an example of a short-term rental company.
- Roles and Responsibilities:**
- Regardless of the type of lodging establishment or form of transportation selected, employees are required to adhere to the travel and reimbursement rates and policies.
  - Prior to booking a room, it is incumbent upon employees to verify that the room suits their specific needs and is in compliance with state policy.
  - Please refer to the Travel Guide (<http://www.dot.ca.gov/hq/asc/travel/ch6/2exlodg.htm>) for guidelines for requesting approval for lodging rates in excess of approved state rates.
- Reservations:** Transportation Network Company and Short-Term Rental reservations are not available through Concur at this time. Reservations for Transportation Network Company and Short-Term Rentals may be made using the company's proprietary applications, using employee's personal credit card or the payment method required by the provider. Calcard is not an authorized form of payment.

**Reimbursement  
Method:**

Employees will be reimbursed for these lodging and travel expenses through TECs. These expenses must be substantiated with receipts. All receipts must clearly show the date, time, location, cost of expenses, and form of payments.

If you have questions about this TIP, please contact Cassie Baba at (916) 227-8652 or the Travel Information Line at (916) 227-9061.

To view the Department's travel policies, please visit the [Caltrans Travel Guide](#).

For individuals with sensory disabilities, documents may be obtained in alternate formats. To obtain such services, please e-mail [Cassie.Baba@dot.ca.gov](mailto:Cassie.Baba@dot.ca.gov). TTY users may also call (800) 735-2922.